

NEW: AUTOSAVE
EVERY 15 MINUTES!



P₃ Eco-Challenge School Recognition Program



The P₃ Eco-Challenge School Recognition Program is a collaborative effort between Broward County Public Schools and its partners, Broward County Environmental Planning and Community Resilience Division and the Environmental Conservation Organization (ECO)

School Application – Schools can apply for all 6 school categories, **or** for any individual category – 1-School Grounds Enhancement, 2-School Sustainability, 3-Curriculum Integration, 4-Community Involvement, 5-Administrative Support, 6-Special Project/Innovation. Download the P₃ School Rubrics for details at <http://stembrowardschools.com/p3>.

GOAL: To recognize Broward County Public Schools traditional public and charter schools who encourage cultures of sustainability within their school communities.

ELIGIBILITY:

- All traditional public and charter K-12 schools in the Broward County School District. Charters please check <http://stembrowardschools.com/p3> for more info before you begin your application.
- First Place Winners from the past three years are not eligible to apply this year for the category in which the school won first place. There is a 5-year hiatus for first place winners. However, first place schools can apply to other categories in which it did not win first place.
- All activities described in the application should reflect projects that are ongoing or will occur during the school year of the application.
- All applications with supporting documentations must be completed and attached by the due date.
- For more information, go to <http://stembrowardschools.com/p3>.

INSTRUCTIONS FOR APPLICATION:

- All applications with supporting documentations must be completed and attached online by the due date. Go to <http://stembrowardschools.com/p3> for important dates.
- **ONLINE APPLICATION DUE DATES ARE LISTED IN** <http://stembrowardschools.com/p3>.
- Only complete applications submitted on time will be considered.
- Use this document as reference for the actual ONLINE application. Compile/type up your narratives on a separate document to cut and paste into the online application.
- Applications should be organized in the provided format and contain the following four parts.

Parts A-D Requirements Summary:

Part A - Cover Sheet

The School Cover Sheet - attached at the end of this document and can also be found online at <http://stembrowardschools.com/p3> - must be completed and signed by the principal and two lead teachers, scanned and uploaded with the online application.

Part B – Summary of Green School Activities

This is a one-page summary (approximately 5,000 characters) that should provide a concise and coherent snapshot of how your school addresses each of the rubric categories.

Part C – Narrative Summary and Documentation

To be eligible for the P₃ Eco-Challenge School Recognition, your school must demonstrate how it has addressed at least one indicator from each required category. A narrative summary and supporting documentation is required for each indicator.

Part D – Images

Provide a maximum of 10 images – 5 Mb max per image. Videos may be submitted by providing a link; online application will not accept video uploads. All video links must also be accessible through the BCPS firewall.

Preparation of Application:

One of the indicators in our recognition program involves the creation of the Green Team consisting of teachers, administrators, staff, students, and community members to coordinate the systematic planning and implementation of ongoing Green School activities. Please list all individuals and/or Green Team members involved in the preparation of your application.

Name:

Position/Title:

For the following narratives, we suggest that you type them up in a document so that you can cut and paste onto the ONLINE form.

PART A: SCHOOL COVER SHEET – can be found at the end of this document or online at <http://stembrowardschools.com/p3>. This document must be signed by the school administrator and 2 lead teachers, scanned and uploaded with the school application.

PART B: SUMMARY OF GREEN SCHOOL ACTIVITIES

Please provide a concise 1-page summary (approximately 5,000 characters) that describes how your school is representative of a P₃ School. Focus on what your school has accomplished in each of the categories. Describe what makes your school unique and successful in efforts to be sustainable. Be sure to describe the level of student involvement in projects.

PART C: NARRATIVE SUMMARY AND DOCUMENTATION

For this part of the application, applicants address current activities, improvements to ongoing activities and practices, and/or new projects for the application school year. Discuss what grade levels were involved and what percent of participation you had from administrators, students, teachers, staff, parents, and community members. Part C should be organized and submitted as follows - download the School Rubrics document for details from <http://stem.browardschools.com/p3>

I. School Grounds Enhancement

Narrative Summary – up to approximately 5,000 characters (about 1 page)

Documentation – include up to 5 pages of documentation as one PDF file (max 5 Mb)

II. School Sustainability

Narrative Summary – up to approximately 5,000 characters (about 1 page)

Documentation – include up to 5 pages of documentation as one PDF file (max 5 Mb)

III. Curriculum Integration

Narrative Summary – up to approximately 5,000 characters (about 1 page)

Documentation – include up to 5 pages of documentation as one PDF file (max 5 Mb)

IV. Community Involvement

Narrative Summary – up to approximately 5,000 characters (about 1 page)

Documentation – include up to 5 pages of documentation as one PDF file (max 5 Mb)

V. Administrative Support

Narrative Summary – up to approximately 5,000 characters (about 1 page)

Documentation – include up to 5 pages of documentation as one PDF file (max 5 Mb)

VI. Innovation – Participate in a Citizen Science project related to environmental stewardship with a scientist or create and implement a citizen science project to engage the community in a collaborative project.

Narrative Summary – up to approximately 5,000 characters (about 1 page)

Documentation – include up to 5 pages of documentation as one PDF file (max 5 Mb)

(VII) Other Requirements - mandatory for all school applicants

Completed and signed School Cover sheet

Pictures and/or supporting documents for each required section

(VIII) Bonus Points – Water Conservation PSA

Schools that submit a water conservation PSA will receive 10 bonus points added to their P3 scores.

Documentation may include, but is not limited to:

- Captioned photographs (please do not include photographs without captions)
- Lesson plans
- Agendas from workshops and meetings
- Letters of intent or commitment from community partners
- Records of related community service hours

- PowerPoint presentations or videos may be submitted by providing a link (online application will not accept PowerPoint or video uploads) and all video links must be accessible through the BCPS firewall
- Newspaper articles
- School newsletters

PART D: IMAGES

Any photographs must be submitted online. Students depicted must have signed photo releases on file with the school. These photos will be used for public relations purposes in various media for the recognition program. Provide a maximum of 10 images – 5 Mb max per image. Videos may be submitted by providing a link; online application will not accept video uploads. All video links must also be accessible through the BCPS firewall.

Green Schools Recognition Program Application Completion Checklist

Before going online to complete your school application, please review your all parts to ensure you have the following:

- Part A: Cover Sheet – signed and scanned ready for upload
- Part B: Summary of Green School Activity
- Part C: Narrative Summary (you can cut and paste into the online application) and Documentation for each of the category, which you applied compiled into PDF files by category. Please label your PDF documents with the school name and the category title, e.g. MLKingES_CommunityInvolvement.pdf
- Part D: Images or video link(s) – you can add your Water Conservation PSA link here

Process of Submitting: All applications and supporting documentation will be submitted **ONLINE by the due date.**



The School Board of Broward County, Florida

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P3 Eco-Challenge

Preserving Our Planet for Posterity

School Cover Sheet



The P₃ Eco-Challenge School Recognition Program is a collaborative effort between Broward County Public Schools and its partners, Broward County Environmental Planning and Community Resilience Division and the Environmental Conservation Organization

PART A: SCHOOL COVER SHEET

School Name: _____

School Address: _____

Name and Title of Contact Person: _____

Contact Phone: _____ Email: _____

I have reviewed the information in this application and certify that to the best of my knowledge it is accurate.

Administrator's Signature _____ Date _____

Print Name: _____

Lead Teacher #1 Signature _____ Date _____

Print Name: _____

Lead Teacher #2 Signature _____ Date _____

Print Name: _____

How to Fill Out the SCHOOL P3 Eco-Challenge Online Application

- 1) From the main P3 Eco-Challenge website, click the Application link (right side Quick Links) <http://stembrowardschools.com/p3>.
- 2) **Login page.** If you've registered before, your Login is your email address and your Password is whatever you created before. Click Login.

If you're a new user, click **New User? Register Here**

If you forgot your password, click **Forget password? Click here**

A new password will be emailed to you



- 3) Once you login, your Nominees page will show up. If you want to **start a new application**, click **Start a New Application or Add a New Nomination** (link is right above **My Nominations**)

Any nominations you've entered will show up on the bottom of the page under **My Nominations**. For example, here a school application for Apollo Middle was started.

Start a New Application or Add a New Nomination




4) For new applications, you must choose what category you want to complete on the next page. In this example, we will open up a School category.

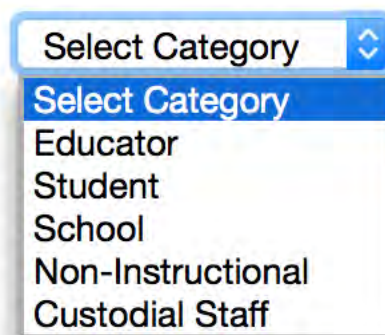
Online Application


This application will auto save every **15 minutes**. When you are finished, please click the **Submit & Save Application** button to ensure your application is complete. You can always go back and edit your application later.

Please select if you are applying for an Educator, School, Student, Non-Instructional, or Custodial Staff.

Auto Save Status:

Select Category 



Select Category 

- Select Category
- Educator
- Student
- School
- Non-Instructional
- Custodial Staff

NEW: The application will now autosave every 15 minutes! However, if you lose internet connection or close your browser or your computer shuts down before the autosave, you will lose whatever you have entered. So make a habit of clicking the **Submit & Save Application** button at the bottom of the application page. You can always go back and edit your application later.

5) If you chose **Schools**, the online application for the school category will appear.

If you don't have the time to complete the entire application in one sitting, complete a section at a time and click **Submit & Save Application**.

Submit & Save Application

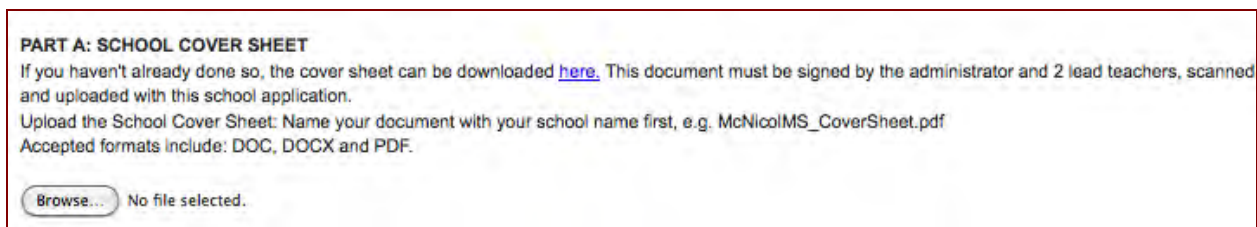
Note: After saving this application, you will be able to edit the application on the My Nominations screen.

6) Once you've saved your application, it will bring you back to your **Nominees page** and you should see the name of your school under My Nominations. You can then click the Edit button next to the school to go back at any time.

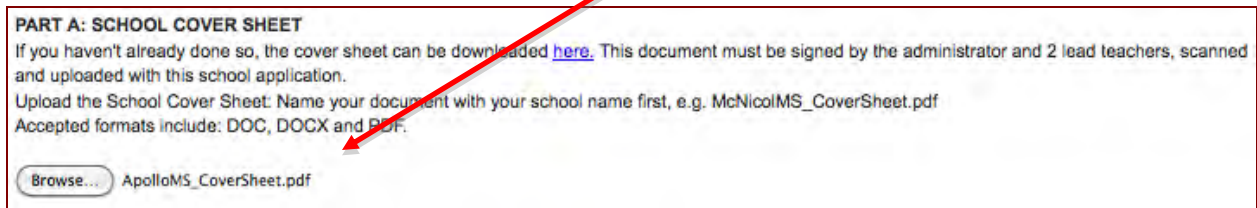


7) Go back and edit your application. The rest of the application fields are self-explanatory.

Uploading Files: When you see a section where you need to upload a file, for example, under PART A: SCHOOL COVER SHEET, there's a Browse button at the bottom of that section. Click the Browse button, choose the file you want from your computer, flash drive, etc. then upload your document.



You should see what you uploaded next to the Browse button.



8) **Narrative Fields:** In the sections where you have to type in your narratives, you are provided **character limitation** – this is **not word limitation** but character – spaces and punctuations included. For example, the word “limitation” has 12 characters (quotation marks count).

You should type in your application narratives in a Word document first, then cut and paste into the P3 application. You can check your character count from these websites: <http://www.lettercount.com/> or <http://www.javascriptkit.com/script/script2/charcount.shtml>

After you pasted your narrative into a field and the system deleted everything that you've just entered, this means that you're over the character limit (remember spaces and punctuations count). You should then edit your narrative to fit into the field.

In PART B, there is a 5000-character limitation field.

PART B: SUMMARY OF GREEN SCHOOL ACTIVITIES (max 5000 characters)
Please provide a concise 1-page summary that describes how your school is representative of a P3 School. Focus on what your school has accomplished in each of the categories. Describe what makes your school unique and successful in efforts to be sustainable. Be sure to describe the level of student involvement in projects.

Submit & Save Application

DON'T FORGET TO SAVE YOUR APPLICATION!

9) Images: Each file upload has a maximum file size of 5 Mb – the system will not upload anything over the 5 Mb limit.

PART D: Schools are allowed 10 images (max 5 Mb each) and a summary of the images. Click the Browse button to upload your image. The name of your uploaded image should then show up next to the Browse button. If you go over the 10-picture limit, the latest 10 images uploaded will be used for your application.

You can't upload videos. If you have videos, upload them in your own server and provide the link under VIDEO LINKS. Judges must be able to access these videos through the BCPS firewall (for example, no YouTube videos) and without any password needed!

PART D: IMAGES
Any photographs must be submitted online. Students depicted must have signed photo releases on file with the school. These photos will be used for public relations purposes in various media for the recognition program. Provide a maximum of 10 images – 5 Mb max per image Name your images with your school's name first, e.g. HarbordaleES_Picture1.jpg. Accepted formats include: JPG, PNG and GIF.

| | |
|--|--|
| <input type="button" value="Browse..."/> No file selected. | <input type="button" value="Browse..."/> No file selected. |
| <input type="button" value="Browse..."/> No file selected. | <input type="button" value="Browse..."/> No file selected. |
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| <input type="button" value="Browse..."/> No file selected. | <input type="button" value="Browse..."/> No file selected. |

Upload the one-page summary of the pictures here. The summary should have a list of the image name and who/what is going on that picture, e.g. Malones_Picture1-Sixth grade students in front of the class garden. Accepted formats include: DOC, DOCX and PDF.

No file selected.

VIDEO LINKS(Optional)
All video links must also be accessible through BCPS firewall, therefore no videos uploaded to e.g. Youtube. All videos must not exceed 5 minutes in length. Accepted formats include: WMV, AVI, MOV, and MPG.

Submit & Save Application

DON'T FORGET TO SAVE YOUR APPLICATION!

10) When you go back to edit your application, all of your uploaded documents and images will be listed under the LIST OF UPLOADED DOCUMENTS (right above the Submit & Save Application button). They will not be listed next to the Browse button where you originally uploaded them. If you don't want a specific image you uploaded, click the Delete button next to it.

LIST OF UPLOADED DOCUMENTS:

If you would like to delete any of the items, click the "Delete" link next to the item to remove it from the list.

FAQ:

- 1) ***I sent Forget Password and I was provided another password that I can't easily remember. How can I change this to the one I want?*** You can't. The system provides you a random password once you have it reset by sending a Forget Password email.
- 2) ***I keep trying to upload images but it won't let me.*** You're probably over the 5 Mb file limit. Try to make your file smaller than 5 Mb – contact your TLC or a friend on how to do this if you don't know how.
- 3) ***How many nominations can I fill out?*** As many as you want. You can fill out applications for your school, students, volunteers, teachers, or yourself.
- 4) ***I uploaded a document and now I can't find it.*** Check at the bottom of the application page under LIST OF UPLOADED DOCUMENTS.

A red rectangular button with white text that reads "Submit & Save Application".

And don't forget to keep clicking this button:

ANY OTHER QUESTIONS? Send an email to p3challenge@browardschools.com or rebecca.malones@browardschools.com